

CHAPTER 80
LICENSURE OF DIETITIANS

645—80.1(152A) Definitions. For purposes of these rules, the following definitions shall apply:

“*Board*” means the board of dietetic examiners.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a dietitian in the state of Iowa.

“*License expiration date*” means the fifteenth day of the birth month every two years following initial licensure.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice dietetics to an applicant who is currently licensed in another state.

“*Reciprocal license*” means the issuance of an Iowa license to practice dietetics to an applicant who is currently licensed in another state which has a mutual agreement with the Iowa board of dietetic examiners to license persons who have the same or similar qualifications as those required in Iowa.

645—80.2(152A) Requirements for licensure. The following criteria shall apply to licensure:

80.2(1) The applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Dietetic Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

80.2(2) The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

80.2(3) Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Dietetic Examiners. The fees are nonrefundable.

80.2(4) No application will be considered by the board until:

a. Official copies of academic transcripts have been sent directly from the school to the board;

b. A notarized copy of the Commission on Dietetic Registration (CDR) card has been received by the board; and

c. The applicant satisfactorily completes the registration examination for dietitians administered by the Commission on Dietetic Registration. The board will accept the passing score set by the Commission on Dietetic Registration.

80.2(5) A license is not required for dietitians who are in this state for the purpose of consultation when they are licensed in another state, U.S. possession, or country, or have received at least a baccalaureate degree in human nutrition from a U.S. regionally accredited college or university. Consultation means the practice of dietetics in affiliation with, and at the request of, a dietitian licensed in this state.

80.2(6) Licensees who were issued their initial licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

80.2(7) Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

645—80.3(152A) Educational qualifications.

80.3(1) The applicant shall be issued a license to practice dietetics by the board when the applicant possesses a baccalaureate degree or postbaccalaureate degree from a U.S. regionally accredited college or university with a major course of study in human nutrition, food and nutrition, nutrition education, dietetics, or food systems management, or in an equivalent major course of minimum academic requirements as established by the American Dietetic Association and approved by the board.

80.3(2) Foreign-trained dietitians shall:

- a. Provide an equivalency evaluation of their educational credentials by International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site www.ierf.org, or E-mail at info@ierf.org. The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.
- b. Provide a notarized copy of the certificate or diploma awarded to the applicant from a dietetic program in the country in which the applicant was educated.
- c. Receive a final determination from the board regarding the application for licensure.

645—80.4(152A) Supervised experience. The applicant shall:

1. Complete a documented supervised practice experience component in a dietetic practice of not less than 900 hours under the supervision of:
 - A registered dietitian;
 - A licensed dietitian; or
 - An individual with a doctoral degree conferred by a U.S. regionally accredited college or university with a major course of study in human nutrition, nutrition education, food and nutrition, dietetics or food systems management;
2. Have a supervised practice experience that must be completed in the United States or its territories; and
3. Have the degree of a supervisor who obtained a doctoral degree outside of the United States or its territories validated as equivalent to the doctoral degree conferred by a U.S. regionally accredited college or university.

645—80.5(152A) Licensure by endorsement. An applicant who has been a licensed dietitian under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the board a completed application;
2. Pays the licensure fee;
3. Shows evidence of licensure requirements that are similar to those required in Iowa;
4. Provides official copies of the academic transcripts;
5. Provides a copy of the registration card; and
6. Provides verification of licenses from other states in which the applicant has a current active license sent directly from those states to the board office.

645—80.6(152A) Licensure by reciprocal agreement. The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of dietitians. The applicant shall take the examination required by the board.**645—80.7(152A) License renewal.**

80.7(1) The biennial license renewal period for a license to practice dietetics shall begin on the sixteenth day of the licensee's birth month and end on the fifteenth day of the licensee's birth month two years later. All licensees shall renew on a biennial basis.

80.7(2) A renewal of license application and continuing education report form to practice dietetics shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fee(s) on or before the renewal date.

a. The licensee shall submit the completed application and continuing education report form with the renewal fee(s) to the board office before the license expiration date.

b. Individuals who were issued their initial licenses within six months of the license renewal date will not be required to renew their licenses until the next renewal two years later.

c. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 30 hours of continuing education per biennium for each subsequent license renewal.

d. Persons licensed to practice dietetics shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

80.7(3) Late renewal. If the renewal fees, continuing education report and renewal application are received within 30 days after the license renewal expiration date, the late fee for failure to renew before expiration shall be charged.

80.7(4) When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

645—80.8(272C) Exemptions for inactive practitioners.

80.8(1) A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in the practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted by the license expiration date upon the form provided by the board. A licensee must hold a current license to apply for exempt status. The licensee shall apply for inactive status prior to the license expiration date.

80.8(2) Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—81.10(152A,272C).

80.8(3) Licensees shall renew at the next scheduled renewal time. Licensees whose licenses were reinstated within six months prior to the birth month renewal date shall not be required to renew their licenses until the birth month renewal date two years later.

80.8(4) A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Thirty hours of continuing education will be required for every renewal thereafter.

80.8(5) Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license became inactive.

80.8(6) Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement based on the length of time a license has been inactive.

An applicant shall satisfy the following requirements:	1 renewal	2 or more renewals
Submit written application for reinstatement to the board	Required	Required
Pay the current renewal fee	\$100	\$100
Pay the reinstatement fee	\$50	\$50
Provide proof of valid dietetics license in another state of the U.S. or District of Columbia and completion of continuing education equivalent to that required in these rules	Current valid license and 30 hours	Current valid license and 60 hours
OR Provide evidence of completion of continuing education hours completed within the two most recent bienniums prior to the date of application for reinstatement	30 hours	60 hours
OR Provide evidence of successful completion, with a passing grade, of the license examination conducted within one year immediately prior to submission of application for reinstatement	Successful completion	Successful completion
Total fees and continuing education hours required for reinstatement:	\$150 and 30 hours	\$150 and 60 hours

645—80.9(272C) Lapsed licenses.

80.9(1) If the renewal fee(s) and continuing education report are received more than 30 days after the license renewal expiration date, the license is lapsed. An application for reinstatement must be filed with the board accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration. The licensee may be subject to an audit of the licensee’s continuing education report.

80.9(2) Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of dietetics. Practicing without a license may be cause for disciplinary action.

80.9(3) In order to reinstate lapsed licenses, licensees shall comply with all requirements for reinstatement as outlined in 645—81.6(152A).

80.9(4) After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

80.9(5) Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license lapsed.

80.9(6) Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 or more renewals
Submit written application for reinstatement	Required	Required
Pay the renewal fee(s)	\$100	\$200
Pay the late fee	\$50	\$50
Pay the reinstatement fee	\$50	\$50
Satisfactorily complete continuing education requirements during the period since the license lapsed	30 hours	60 hours
Total fees and continuing education hours required for reinstatement:	\$200 and 30 hours	\$300 and 60 hours

645—80.10(17A,147,272C) License denial.

80.10(1) An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

80.10(2) If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147, 152A and 272C.

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